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Human Rights Commission

Dispute Resolution
Contract Compliance
Minority/Women Business Enterprise
Lesbian Gay Bisexual Transgender & HIV Discrimination

Edwin M. Lee
Director

DOCUMENTS DEPT.

MEMORANDUM

JUL 10 1996

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DATE: June 27, 1996

TO: MINORITY/WOMAN/LOCALLY OWNED BUSINESS ENTERPRISE
COMMUNITY ADVISORY COMMITTEE AND INTERESTED PERSONS

FROM: Darlene Mar
Chair, Program Administration Task Force

THE PROGRAM ADMINISTRATION TASK FORCE

S/S

TASK FORCE MEETING

Monday, July 8, 1996

6:15 PM - 8:00 PM

Human Rights Commission Offices

Eighth Floor Conference Room

25 Van Ness Avenue

San Francisco, CA 94102

Roberts at the HRC offices at 252-2508
attend this meeting. You may FAX
etc. to Darlene Mar (510) 337-9173 prior



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REFERENCE BOOK

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A G E N D A

Task Force Members: 6:15 P.M.
(Chair), Ivan Munoz, and Robert
ers.

Program Administration Task Force
responsibility for review and recommendations of:

- (a) Centralization of Office of Contract Compliance Functions.
- (b) Good Faith Efforts Review/Evaluation.
- (c) Accountability of Departments and Commissions.
- (d) Outreach to Businesses.

3. Implementing a process to penalize noncompliance, especially regarding subcontractors
4. Discussion of Additional Issues for Program Administration Task Force.



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Edwin M. Lee
Director

DOCUMENTS DEPT.

M E M O R A N D U M

JUL 10 1996

SAN FRANCISCO
PUBLIC LIBRARY

DATE: June 27, 1996

TO: MINORITY/WOMAN/LOCALLY OWNED BUSINESS ENTERPRISE
COMMUNITY ADVISORY COMMITTEE AND INTERESTED PERSONS

FROM: Darlene Mar
Chair, Program Administration Task Force

RE: MEETING OF THE PROGRAM ADMINISTRATION TASK FORCE

TASK FORCE MEETING

DATE: Monday, July 8, 1996

TIME: 6:15 PM - 8:00 PM

PLACE: Human Rights Commission Offices
Eighth Floor Conference Room
25 Van Ness Avenue
San Francisco, CA 94102

Please notify Gail P. Roberts at the HRC offices at 252-2508 if you are unable to attend this meeting. You may FAX recommendations, comments, etc. to Darlene Mar (510) 337-9173 prior to July 8, 1996.

A G E N D A

1. Introductions of Task Force Members: 6:15 P.M.
Darlene Mar (Chair), Ivan Munoz, and Robert Chiang; and Others.
2. Discussion of Program Administration Task Force responsibility for review and recommendations of:
 - (a) Centralization of Office of Contract Compliance Functions.
 - (b) Good Faith Efforts Review/Evaluation.
 - (c) Accountability of Departments and Commissions.
 - (d) Outreach to Businesses.
3. Implementing a process to penalize noncompliance, especially regarding subcontractors
4. Discussion of Additional Issues for Program Administration Task Force.



5. Active Items or Summary for an Inclusive Report to be Presented to the Advisory Committee.
6. Scheduling subsequent Task Force Meetings.
7. Adjournment 8:00 P.M.

NOTE: The next regularly scheduled meeting of the Minority/Woman/Locally Owned Business Enterprise Community Advisory Committee will be Wednesday, July 17, 1996.

Disability Access

The HRC Conference Room is wheelchair accessible. The closest accessible BART station is the Civic Center Station. Accessible MUNI lines serving this location are the 26, 42, and 71 and the Metro station at Van Ness and Market. There is accessible parking in the vicinity of 25 Van Ness Avenue.

The following services are available upon request with 48 hour advance notice: American Sign Language interpreters, use of a reader during a meeting or sound enhancement system. Accessible seating for persons with disabilities can be made available. Following a meeting, meeting proceedings can be made available in alternative formats. To make arrangements or for information, contact Gail P. Roberts 252-2508 (Voice) or 252-2550 (TDD).

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Know Your Rights Under the Sunshine Ordinance

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For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report a violation of the Ordinance, contact the Sunshine Ordinance Task Force at 554-6075.

Edwin M. Lee
Director

MEMORANDUM

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JUL 23 1996

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DATE: July 17, 1996

TO: MINORITY/WOMAN/LOCALLY OWNED BUSINESS ENTERPRISE
COMMUNITY ADVISORY COMMITTEE AND INTERESTED PERSONS

FROM: Darlene Mar
Chair, Program Administration Task Force

RE: MEETING OF THE PROGRAM ADMINISTRATION TASK FORCE

TASK FORCE MEETING

DATE: Thursday, July 25, 1996

TIME: 6:00 PM - 8:00 PM

PLACE: Human Rights Commission Offices
Eighth Floor Conference Room
25 Van Ness Avenue
San Francisco, CA 94102

Please notify Gail P. Roberts at the HRC offices at 252-2508 if you are unable to attend this meeting. You may FAX recommendations and/or comments to Darlene Mar (510) 337-9173 prior to July 25, 1996.

A G E N D A

1. Introductions of Task Force Members: 6:00 P.M.
Darlene Mar (Chair), Ivan Munoz, and Robert Chiang; and Others.
2. Discussion of Program Administration Task Force responsibility for review and recommendations of:
(a) Centralization of Office of Contract Compliance Functions.
(b) Good Faith Efforts Review/Evaluation.
(c) Accountability of Departments and Commissions.
(d) Outreach to Businesses.
3. Implementing a process to penalize noncompliance, especially regarding subcontractors.
4. Certification Protocol and Policies.





Edwin M. Lee
Director

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MEMORANDUM

AUG 30 1996

SAN FRANCISCO
PUBLIC LIBRARY

DATE: August 28, 1996

TO: MINORITY/WOMAN/LOCALLY OWNED BUSINESS ENTERPRISE
COMMUNITY ADVISORY COMMITTEE AND INTERESTED PERSONS

FROM: Darlene Mar
Chair, Program Administration Task Force

RE: MEETING OF THE PROGRAM ADMINISTRATION TASK FORCE

TASK FORCE MEETING

DATE: Tuesday, September 3, 1996

TIME: 5:30 PM - 7:30 PM

PLACE: Human Rights Commission Offices
Eighth Floor Conference Room
25 Van Ness Avenue
San Francisco, CA 94102

Please notify Gail P. Roberts at the HRC offices at 252-2508 if you are unable to attend this meeting. You may FAX recommendations and/or comments to Darlene Mar (510) 337-9173 prior to July 25, 1996.

A G E N D A

1. Introductions of Task Force Members: 5:30 P.M.
Darlene Mar (Chair), Ivan Munoz, and Robert Chiang; and Others.
2. Review of previously adopted recommendations:
Changes to the MBE/WBE/LBE Program Rules & Regulations
A. Add the following language to Chapter I. Definitions:
 - (1) "A 'supplier' 'is a firm with the capability to purchase, take possession of, stock, and distribute or sell. The supplier shall warehouse the types and number of items consistent with industry practice."
 - (2) "A 'broker' purchases and sells, but not regularly take possession of or stock materials and is not a 'supplier' for the purposes of this Ordinance."



(3) "Post Office box numbers, commercial mail box service, or residential address (when the firm has an office outside of San Francisco) shall not suffice to establish status as a 'Local Business'."

(4) "An arrangement for the right to use an office space on an 'as needed' basis, where there is no office exclusively reserved for the firm does not qualify as an 'office' under the Ordinance."

B. Add the following language to Chapter II Powers and Duties of the Human Rights Commission:

(1) Ethnic groups will no longer be eligible to participate in the MBE/WBE/LBE Program when they have achieved parity in their industry following three successions years.

C. Add the following language to Chapter IV. Powers and Duties of Departments:

(1) "Contract awarding authorities are encouraged to rotate their prime contractors and consultants and to encourage their prime contractors and consultants to rotate their sub contractors and sub consultants whenever possible to motivate M/W/BE to graduate from the program."

(2) "Contract awarding authorities are to specify, in their bid documents, that primes are to hold pre-bid meetings with potential subs including those who were within 10% of obtaining the bid in advance of bid submittal."

(3) "Departments are encouraged to include the definition of prevailing wages in their contracts."

(4) "All commissions should be familiar with the MBE/WBE/LBE Program and its purpose. The active involvement of all San Francisco City commissioners in outreach to MBE/WBE communities is urged."

D. Add the following language to Chapter V. Certification - MBES\WBES

(1) Applicants are to submit a copy of applicable professional licenses for which the minority and/or woman owner is the license qualifier.

E. Add the following language to Chapter VI. Certification - LBES

(1) "Applicants for certification are to submit a copy of the current Business Tax Registration Certificate, issued by the

City Tax Collector, showing current local business location."

(2) "Applicants are to submit a complete recent telephone bill, showing the business name, local address, and telephone number."

(3) "Applicants are to submit complete Federal Income Tax returns for the past three most recent years."

(4) "Applicants are to submit a rental agreement for the office space/home; rent receipt or canceled check (if owned, include property tax or deed statement showing ownership); blank business invoice and letterhead; business card for owner; and evidence of ethnicity and/or gender of owner if claiming minority and/or woman status."

(5) "The business location, unless located in a residence, must prominently display the name of the firm."

(6) "The name and local address must appear in the white pages of the San Francisco Telephone Directory, unless the business was established after the publication deadline."

F. Add the following language to a new Chapter Registry

(1) The HRC will register MBE & WBE economically disadvantaged firms whose offices are not located within the geographical boundaries of the City & County of San Francisco and non economically disadvantaged local MBEs & WBEs.

(2) "The HRC will register non economically disadvantaged firms whose offices are located within the geographical boundaries of the City & County of San Francisco."

HRC ADMINISTRATIVE CHANGES

(1) Expand substantially outreach to businesses, utilizing the INTERNET, television, radio, ethnic & community newspapers, community bulletin boards, and business development agencies, outreaching to as many organizations, associations, individuals as possible.

(2) The HRC is to develop an internal management structure to deal with contract compliance work and conflict resolution separately, clearly separating contract compliance work and conflict resolution and providing trained staff and knowledgeable managers to deal with these distinct functions. Encourage mentoring.

(3) HRC will urge prime contractors to increase the

number of MBE/WBE firms they contact, outreaching to 3 or 5 new firms for each specific trade and/or industry.
(4) HRC will establish annual and trade specific goals and monitored compliance with these goals.

(5) HRC is to identify problems encountered by small businesses in order that business development agencies can hold workshops addressing these needs.

(6) An MBE/WBE/LBE Program mission statement should be published on pertinent materials.

3. Discussion of Additional Issues for Program Administration Task Force.
4. Scheduling of subsequent Task Force Meetings.
5. Adjournment 7:30 P.M.

NOTE: The regularly scheduled September meeting of the Minority/Woman/Locally Owned Business Enterprise Community Advisory Committee will be Wednesday, September 18, 1996; however, a special meeting of the Committee has been called to accept the Fiscal Year 1994-95 Minority/Women/Locally-owned Business Enterprise Program Progress Report and to approve the recommendations.

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